

DEPARTMENT OF WORKFORCE DEVELOPMENT
DIVISION OF WORKFORCE SOLUTIONS

BUREAU OF APPRENTICESHIP STANDARDS

MADISON, WISCONSIN

STATE APPRENTICESHIP STANDARDS

FOR THE

BARBER & COSMETOLOGY APPRENTICESHIP
PROGRAMSS

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Karen P Morgan

Bureau Director

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Chair

APPROVED AND REVISED
April 17, 2006

REVISED
September 17, 2007

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1. **DEFINITIONS**

AA/EEO – Affirmative Action / Equal Employment Opportunity

Apprentice - Person covered by a contract under Wisconsin Chapter 106 approved by the Wisconsin Department of Workforce Development, Bureau of Apprenticeship Standards.

ApprenticeContract - The written agreement between the Apprentice and Employer/Sponsor on forms provided by the Bureau of Apprenticeship Standards.

Bureau of Apprenticeship Training Representative – The person from the Bureau of Apprenticeship Standards who registers Employer/Sponsors and Apprentices, does site visits, is a liaison between the Apprentice/Sponsor and the Bureau of Apprenticeship Standards and monitors local apprenticeship programs.

Bureau of Apprenticeship Standards – The Bureau of Apprenticeship Standards approves all apprenticeship contracts in accordance with chapter 106 of the Wisconsin Statutes. Also known as the Bureau in these standards.

BarberPractitioner

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Cosmetologist Practitioner – The title of the person who satisfies the requirements of these standards successfully.

DSPS –dept of safety and professional services.

Deleted: DR&L – Department of Regulation and Licensing

Employer or Licensed Establishment– A Wisconsin licensed barber/cosmetology salon or shop that will voluntarily participate in the employment and training of Apprentices. As participating sponsors, these salons/shops will sign an agreement to comply fully with the terms and conditions of the Apprenticeship program successfully.

Deleted: Salon

Trainer – A licensed barber or cosmetologist professional who will provide on-the-job training and mentoring to the Apprentice.

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On-the Job Learning– The work in the salon and training that are required as a part of the Apprenticeship program. Also known as OJL in these standards.

Registration Agency – Wisconsin Bureau of Apprenticeship Standards.

Related Instruction – The theoretical foundations learned through the Wisconsin Technical College System or other approved training site that are required as a part of the Apprenticeship program. Also known as RI in these standards.

Sponsor – The licensed salon or shop that employs the Apprentice. See Employer.

State Committee – The Wisconsin Barber/Cosmetology Apprenticeship Advisory Committee is advisory to the Department of Workforce Development on matters of apprenticeship and the Wisconsin Technical College System on matters of Related Instruction for Apprentices.

Work Processes – The competencies that an Apprentice will perform in order to complete the on-the-job training required by the Apprenticeship program.

Wisconsin Technical College System – The training institution that will provide the Related Instruction Courses for the Apprenticeship program. It is also known as WTCS.

2. **WISCONSIN BARBERING/COSMETOLOGY APPRENTICESHIP ADVISORY COMMITTEE COMPOSITION**

This committee shall be composed of no less than 10 or more than 30 members. The intention is to have fair and diverse representation on the state committee. The Bureau will ensure that all areas of the state are properly represented. The committee will include at least one person from the Department of Regulation and Licensing, at least one classroom teacher and at least two active apprentices with at least one (1) year as an apprentice.

1. Five is quorum.

2. Consensus

3.

3. **DUTIES OF ADVISORY COMMITTEE**

- A. Recommend/advise on policy and/or program changes in the Apprenticeship program.
- B. Formulate minimum state standards for the Apprenticeship program and make recommendations on changes to the Bureau including:
 - ❑ the period of training
 - ❑ minimum work process requirements
 - ❑ related instruction
 - ❑ probation

- ❑ employer requirements to serve as a trainer
 - ❑ trainer/apprentice ratios
 - ❑ apprentice reviews
 - ❑ minimum applicant/Apprentice requirements
- C. Recommend curriculum, Related Instruction and delivery service requirements for the program to the Bureau and the Wisconsin Technical College System (WTCS).
- D. Assume statewide leadership for the purpose of improving and expanding the number of employers sponsoring apprentices in the profession.
- E. Support the state program of training for Apprentices.
- F. Develop guidelines for the Apprenticeship program for proficiency assessment/testing (for work experience and course work) to be utilized in determining apprenticeship credit for previous experience/education.
- G. Support local committee development and help identify their areas of responsibility, including reviewing technical colleges and ethnic training.
- H. Review and monitor local committee operations and activity levels and recommend changes in operations where appropriate, including AA/EEO. Assist local committees to work out their programmatic and administrative problems.
- I. Follow these operational guidelines:
 - ❑ Conduct meetings in conformity with the open meeting laws of Wisconsin.
 - ❑ Review and approve minutes prepared by the Bureau.
 - ❑ Committee will elect two co-chairs

Deleted: <#>Meet a minimum of four times a year.¶

4. QUALIFICATIONS OF THE APPRENTICE

Applicants for apprenticeship shall be as stated in the state employment laws and must be 17 years of age. Applicants must:

- ❑ be employed full time, at least 32 hours per week for practical training including paid related instruction, use language from section 17 on page 12 make a commitment to the apprenticeship program policies and procedures
- ❑ be physically able to perform the duties of the occupation with reasonable accommodations if necessary
- ❑ provide their own or secure reliable transportation to related classroom instruction and on-the-job training
- ❑ For applicants still in high school, meet the requirements in the Apprenticeship Manual and may work part-time.

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5. QUALIFICATIONS OF THE TRAINER

The apprenticeship trainer will be designated by the licensed manager and be a licensed employee of the salon. Must meet practical experience hours, if any, as designated by DSPS.

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6. QUALIFICATIONS OF THE EMPLOYER/SPONSOR

In order to have an Apprentice, the Employer/Sponsor must be financially reliable and must demonstrate financial responsibility by being a licensed establishment for at least one year. Employer/Sponsors must provide a reasonably diverse work experience for the apprentice. The employer undertaking the employment of Apprentices must meet the following qualifications:

- ❑ have the necessary facilities to assure proper training
- ❑ apprentices must have their own work station. Employer will provide an initial set of (check to make sure matches the contract and inspection report) tools and supplies necessary for training/work as required by DR&L. Apprentices are responsible for maintaining the equipment. Employer/sponsor must perform full services or able to provide training in all aspects of the occupation.
- ❑ steadily employ the required number of Trainers
- ❑ be willing to employ and train Apprentices
- ❑ must be licensed under the State of Wisconsin, Department of Regulation and Licensing.
- ❑ must have a UI account number

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The Bureau reserves the right to deny apprentices to a salon with serious licensing violations or other evidence of inadequate levels of health, safety and program quality.

7. **APPRENTICE CONTRACT**

The Apprentice Contract shall contain a statement making the terms and conditions of these apprenticeship standards a part of the contract. For this reason, every Apprentice applicant will be required to read these standards before signing the contract. Each Apprentice Contract will be registered with the Wisconsin Bureau of Apprenticeship Standards. **An apprentice will be allowed a maximum of two (2) Apprentice Contracts within a twelve (12) month period from the initial Contract start date.**

8. **TERM OF APPRENTICESHIP**

Deleted: This issue was tabled at the June 22, 2010 meeting. Original standards stated 2 in 12 months. Should it be three (3) in 24 months?¶

Apprentices shall complete at least 3712 hours of on-the-job training in at least two years and no more than four years. The total hours for this occupation shall be identified in the Work Processes. The related instruction classes will consist of 288 hours.

9. **PROBATIONARY PERIOD**

The probationary period shall be no more than six calendar months.

- ❑ During the probationary period, the Apprentice or Sponsor may void the Apprentice Contract by written notice to the Bureau.
- ❑ After expiration of the probationary period, there must be good cause provided to the Bureau in writing for discontinuance of the Apprentice Contract.

10. **RESPONSIBILITIES OF THE APPRENTICE**

Apprentices agree to all the terms and conditions contained in the Apprentice Contract. In signing the Apprentice Contract, Apprentices assume the following responsibilities and obligations under the apprenticeship program:

- ❑ To perform diligently and faithfully the work of the occupation and other pertinent salon and educational requirements assigned by the Employer in accordance with the provisions of the Standards.
- ❑ To protect the property of the Employer, and abide by the working rules and regulations of the Employer.
- ❑ To maintain records of work experience and training received on-the-job and in classroom Related Instruction as required by the Employer and practice.
Should this be apprentice responsibility?
- ❑ To develop safe working habits and to conduct him/herself at work in such a manner as to assure his/her own safety and that of his/her fellow workers.
- ❑ To work for the Employer to who assigned until the completion of his/her apprenticeship, unless s/he is reassigned to another Employer due to lack of work related to the work process.
- ❑ To conduct him/herself at all times in a creditable and ethical manner.
- ❑ Following issuance of an apprenticeship permit by the Department of Regulation & Licensing, the apprentice shall enroll in the first available course of theory instruction at a school of barbering and cosmetology and shall maintain acceptable attendance and progress in instruction and practical training. (BC 6.02)
- ❑ Apprentices may neither consume alcohol nor take controlled substances during practice or work, unless prescribed by a physician.
- ❑ Upon successful completion of the Apprentice Contract requirements, the apprentice must apply for the State licensing examination under the provisions of Section 454.06 (10 A), Wis. Statutes. Upon approval to take the examination, the Department of Regulation & Licensing will issue a temporary permit per Section

454.10 (4) and notify the Department of Workforce Development to complete the apprenticeship.

11. **RESPONSIBILITIES OF THE EMPLOYER/SPONSOR (SALON)**

The Employer/Sponsor will:

- ❑ Commit to employ the Apprentice for the length of the apprenticeship.
- ❑ Apprentices are to be supervised **at all times** by a licensed manager or a designated licensed barber/cosmetologist who is employed by the salon.
- ❑ The salon must provide training in all work processes as stated in the Apprentice Contract, or be able to provide training in all aspects of the occupation. Employers must submit a written plan to BAS for approval of such training.
- ❑ This is a full time training program. Apprentices receive at least 32 hours of training per week. An exception is required for high school students.
- ❑ The salon shall provide each apprentice with a workstation containing adequate equipment, supplies and products to practice all barbering and cosmetology services.
- ❑ The salon is responsible to keep records of all apprentice practical work hours, training and wages paid and make these records available to BAS upon request.
- ❑ Notify BAS of any changes in the apprentice's employment status. If the apprentice leaves employment with the salon, also return the apprentice permit to the Department of Regulation and Licensing.
- ❑ Booth rental by apprentices is prohibited.
- ❑ Salons can not charge apprentices for the training.
- ❑ Maintain the hours of employment for both the Apprentice and Trainer for the period of the apprenticeship, provided job responsibilities are being fulfilled.

12. **RESPONSIBILITIES OF THE TRAINER**

The Trainer will:

- ❑ Accept the Employer-assigned Apprentice for the complete term of the apprenticeship. The Trainer will be determined by the OJT placement, and may change during the term of the apprenticeship.
- ❑ Continually observe and advise the Apprentice to provide feedback as necessary.
- ❑ Meet with Apprentice for a minimum of one (1) hour a week, outside of the training responsibilities.
- ❑ Keep proper records for reporting and accountability.

- ❑ Assist with apprentice evaluations (quarterly, semi-annually, annually and final).
- ❑ Train the Apprentice in the necessary skills to functionally perform in the salon setting.

13. SUPERVISION OF THE APPRENTICE

In order to supervise an apprentice, the Trainer will:

- ❑ Maintain adequate records of progress in training for the apprentice.
- ❑ Be responsible for assuring that the requirements of the applicable training program are met during the prescribed training term.
- ❑ Perform other duties as may be assigned by the employer relative to the development and operation of an effective Apprenticeship program.
- ❑ It is recommended that at least one licensed practitioner at each salon complete the Transition-to-Trainer course.

It is recommended that the Trainer receive compensation at the end of a successful apprenticeship program/per salon.

14. SCHEDULE OF WORK PROCESSES AND WAGE SCHEDULE

The Barber/Cosmetology Apprentice on-the-job learning (practical) hours are as stated in Chapter BC 6.04(3). These hours are shown in the Work Processes section of the Trade Information attached to these Standards.

The minimum Wage Schedule is as shown under Minimum Compensation To Be Paid section of the Trade Information attached to these Standards.

15. RELATED INSTRUCTION

The Apprentice shall attend and complete successfully (C or above), classes for technical and theoretical instruction related to the profession for a minimum of 288 hours per approved course of instruction. Classes will be conducted by the Wisconsin Technical College System or other BAS approved provider. Hours counted as Related Instruction shall not be counted as hours of work. A minimum of 288 hours for the course of Related Instruction is paid by the employer.

16. STATUS OF PREVIOUS EDUCATION AND EXPERIENCE

Requests for previous education and experience credit must be made at the time of application. Applicants must be granted advanced standing for Related Instruction upon receipt of official transcripts for previous class work that meets the requirements of Section 15 above.

Applicants must also be granted advanced standing for on-the-job learning from a previous Wisconsin registered barber/cosmetology apprenticeship or based on an official transcript of full-time schooling per the provisions of Chapter BC 6.05.

BAS has final approval for all advanced standing. If advanced standing is granted, the Apprentice shall be advanced in the graduated wage scale accordingly.

17. HOURS OF WORK

Apprentices will work at least thirty-two (32) hours or more per week including related instruction.. Apprentices shall work under supervision of a trainer on all practical work related to the industry. Hours of employment shall not conflict with the hours specified for paid related instruction or with Federal or State regulations.

18. RATIO OF APPRENTICES

Initially, one (1) apprentice may be employed by a qualified salon. After one (1) year, a salon may employ two apprentices per qualified manager and /or licensed practitioner. Apprentices beyond two years as an apprentice and who have completed all paid related instruction are ratio neutral.

19. ASSESSMENT AND EVALUATION OF THE APPRENTICE

Apprentices shall be evaluated during the first six (6) months (Probationary Period), during the second six (6) months and at the completion of the program by the sponsor. Evaluations shall include a review of on-the-job training performance and attendance/participation at work. The manager shall provide a written evaluation of the Apprentice and discuss the evaluation with the Apprentice. The Apprentice shall sign the evaluation and may add any pertinent comments s/he deems appropriate prior to the evaluation being filed.

Wisconsin apprentices will also be ratio neutral if they already have a stylist license from another state. They must still meet all of the requirements of the Wisconsin Apprentice Contract.

20. CERTIFICATE OF COMPLETION

Upon successful completion of the requirements the apprentice will apply for the licensing examination and temporary permit from DR & L. When approved, DR & L will notify BAS to complete the apprentice. BAS will award the Certificate of Completion at that time.

21. MODIFICATION OF PROGRAM

These standards may be modified by the Bureau with advice from the State Committee when experience or conditions demand.

22. CANCELLATION OF CONTRACTS

The State Committee and the Bureau require that each sponsor maintain clear records to substantiate a recommendation for cancellation of an Apprentice Contract.

- A. Employers are required to provide a written cause for dismissal of an Apprentice.
- B. An Employer or Apprentice may request cancellation of the Contract after the probationary period has expired by making such requests with reasons to the Bureau in writing.
- C. The Bureau will consult the sponsor before taking final cancellation action.

23. APPRENTICE AND EMPLOYER APPEAL PROCESS

In the case of a dispute between the Apprentice and the Employer with regards to an Apprentice Contract, either party may appeal to the Bureau of Apprenticeship Standards in writing to adjust the matter regarding any part of the contract. The decision of the Bureau shall be final.

- A. In cases of a problem or dispute involving a matter of standards, the matter shall be referred to the State Committee for review.
- B. If the State Committee cannot satisfactorily resolve the matter, it will provide the Bureau with its recommendations and the decision of the Bureau will be final.

24. DATA PRACTICES AND MAINTENANCE OF RECORDS

An individual record will be maintained by the sponsor, showing status, conduct and progress of each apprentice. To maintain this record, Apprentices will be furnished a "monthly work record" form. It will be the responsibility of Apprentices to keep this record up daily, and then submit it to their manager at the end of each work month. Failure to keep and submit the required reports on time, properly authenticated, may result in Apprentices losing credit for the entire period covered, or in other disciplinary action by the sponsor.

25. UNASSIGNED STATUS

An apprentice who is out of work in excess of thirty (30) days will be unassigned by the Bureau. This sets the Apprentice Contract aside until such time as the apprentice is recalled to work and reassigned. The Employer/Sponsor must notify the Bureau in writing of the period of unemployment. Unassignment may be done for a number of valid reasons such as illness, family medical leave, military active duty, etc. The Term of the Apprentice Contract stops during the period of Unassignment.

26. SAFETY

Certified Apprenticeship and Related Instruction sites shall at all times provide safe equipment and facilities for on-the-job training, adequate supervision to promote safe working conditions and safety training for Apprentices. All apprentices are required to complete First Aid and CPR during the term of their apprenticeship.

State Barber/Cosmetology Apprentice Adv • Madison WI
Barber • 3-330371010-02-T
Exhibit A - Program Provisions

DRAFT

TERM OF APPRENTICESHIP: The term of apprenticeship shall be Time-based, which has been established to be 2 years of not less than 4000 hours. Hours of labor shall be the same as established for other skilled employees in the profession.

PROBATIONARY PERIOD: The probationary period shall be the first 6 months of employment, but in no case shall it exceed twelve calendar months. During the probationary period, this contract may be cancelled by the apprentice or the sponsor upon written notice to the Department, without adverse impact on the sponsor.

SCHOOL ATTENDANCE: The apprentice shall attend the Wisconsin Technical College System or other approved training provider, as assigned, for paid related instruction four hours per week or the equivalent and satisfactorily complete the prescribed course material for a minimum of 288 hours, unless otherwise approved by the Department. The employer must pay the apprentice for attended related instruction hours at the same rate per hour as for services performed.

WORK PROCESS SCHEDULE: In order to obtain well-rounded training and thereby qualify as a skilled worker in the profession, the apprentice shall have experience and training in the following areas. This instruction and experience shall include the following operations but not necessarily in the sequence given. Time spent on specific operations need not be continuous.

<u>Work Process Description</u>	<u>Approximate Hours</u>	
	(Min	- Max)
Bacteriology, sterilization and sanitation in the establishment.	70	
Haircutting, hair tapering (clipper cuts), razor cutting, hair styling, curling, thermal waving, finger-waving, roller setting, pin curl placement, blow-drying, shampoos, scalp and hair treatment, conditioning, reconditioning, hair analysis and care of hairpieces, wigs and wefts.	1830	
Hair straightening, hair relaxing, thermal hair straightening, blowouts, permanents, hair coloring, tinting, bleaching and chemistry.	250	
Shaving, beard and mustache shaping and trimming.	330	
General patron service and individual apprentice needs.	1232	
Paid Related Instruction	288	
TOTAL	4000	

The above schedule is to include all operations and such other work as is customary in the profession.

MINIMUM COMPENSATION TO BE PAID:

1st period of 6 months at the applicable Minimum Wage.

State Barber/Cosmetology Apprentice Adv • Madison WI
Barber • 3-330371010-02-T
Exhibit A - Program Provisions

2nd period of 6 months - 10 cents per hour above the applicable Minimum Wage.

3rd period of 12 months - 25 cents per hour above the applicable Minimum Wage.

Base skilled wage rate N/A per hour.

If at any time the base skilled wage rate rises or falls, the apprentice's wage shall be adjusted proportionately. The wage rate of apprentices employed in this profession and this firm shall be based on the base skilled wage rate stated above.

All apprentices are covered by State and Federal Wage and Hour Standard requirements. All apprentices shall be paid no less than the minimum wage established under regulations.

CREDIT PROVISIONS: The apprentice, granted credit at the start or during the term of the apprenticeship, shall be paid the wage rate of the pay period to which such credit advanced the apprentice.

Work credit hours approved:	N/A
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School credit hours approved:	N/A
 Paid related instruction:	N/A

 Unpaid related instruction:	N/A
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Total credit hours to be applied to the term of the apprenticeship:	N/A
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SPECIAL PROVISIONS:

Upon satisfactory completion of both 3,712 hours of practical and 288 hours of theory, the Department will issue a Certificate of Apprenticeship.

Apprentices are not allowed to rent a booth. The apprentice must be an employee of the shop. Per 3.02.(2), only licensed managers may rent a booth. Apprentices have a permit, they do not have a license.

Shops are not allowed to charge a fee from the apprentice for the training provided in the shop.

The apprentice in his/her final year must take the Transition-to-Trainer course as unpaid related instruction.

State Barber/Cosmetology Apprentice Adv • Madison WI
Cosmetologist • 3-332271010-01-T
Exhibit A - Program Provisions

Approved: July 13, 2012

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Hair straightening, hair relaxing, thermal hair straightening, blowouts, permanents, hair coloring, tinting, bleaching and chemistry.	1000	
Shaving, beard and mustache shaping, trimming, superfluous hair removal, waxing, facials, facial massages, facial makeup, eyelashes, light therapy, tanning, and introduction to electrology.	80	
Manicuring, including artificial nails.	30	
General patron service and individual apprentice needs.	1232	
Paid Related Instruction	288	
TOTAL	4000	

The above schedule is to include all operations and such other work as is customary in the profession.

State Barber/Cosmetology Apprentice Adv • Madison WI
Cosmetologist • 3-332271010-01-T
Exhibit A - Program Provisions

MINIMUM COMPENSATION TO BE PAID:

1st period of 6 months at the applicable Minimum Wage.

2nd period of 6 months - 10 cents per hour above the applicable Minimum Wage.

3rd period of 12 months - 25 cents per hour above the applicable Minimum Wage.

Base skilled wage rate N/A per hour.

If at any time the base skilled wage rate rises or falls, the apprentice's wage shall be adjusted proportionately. The wage rate of apprentices employed in this profession and this firm shall be based on the base skilled wage rate stated above.

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